



NOTICE OF A MEETING OF THE
PUBLIC RELATIONS and COMMUNICATIONS COMMITTEE
OF THE VILLAGE OF VOLENTE, TEXAS
THURSDAY, MARCH 26th, 2015 at 6:30 P.M.
City Hall, 16100 Wharf Cove, Volente, Texas.

Notice is hereby given that the Public Relations Committee of the Village of Volente will hold a meeting at 6:30 PM. Thursday, the 26th day of March, 2015 in the Council Chambers at City Hall, 16100 Wharf Cove, Volente, TX at which time the following items will be discussed, to wit:

1. Open Regular Meeting.
2. Call Roll.
3. Citizen Comments. *At this time, any person with business before the Public Relations and Communications Committee not scheduled on the agenda may speak. There is a four (4) minute time limit on any communication.*
4. Approval of the February 26, 2015 meeting minutes
5. Communication Plan/Strategy -- Updates/Review
 - a. Input from the Council regarding set procedures for Julia/Barbara to follow for standing meetings and Town Hall meetings. Will submit for final approval at the April 21st Council meeting.
 - b. Status of email blast to the VNA distribution list asking citizens to sign up at the Village website.
 - c. Status of the data entry and reconciliation of the email distribution list to be used for communicating city business, emergency management, future neighborhood watch program, community events and surveys for citizen input.
 - d. Status of transferring all of the information from the 2nd website to the one we will use. David Springer has set an alert on the second website directing to the original website.
 - e. Worksheet for the other Committees & Council to use for requests to our committee
6. Construction Survey
 - a. Sharing out of the input and discussion from the March 17th Council meeting

- i. Changes to the questions suggested and approved by the Council
 - ii. Status from Linda Atwood on the email listing gathered from the past two years of construction report data gathered by City Administrator Barbara Wilson
 - iii. Secondary group of builders and property owners outside of the previous two year control group
- b. We have received approval from the council to move forward
 - i. Next steps are:
 - 1. Gather additional entities and/or property owners
 - 2. Load data into Survey Monkey
 - 3. Review and possible action on timeframe for the survey to be available

7. Community Survey and Follow Up Survey

- a. Review and action to be taken on which of the three sorts of the original Community Survey (or all three) to place on the Village website?
- b. Review of input and next steps proposed by Council at the March 17th meeting
- c. Review and input on the first draft of the Follow Up Community Survey
- d. Assignment: Everyone on the committee to provide input on the first draft regarding additional questions and/or input on the ones on the first draft.

8. The Volente News Newsletter

- a. Update on where the Newsletter will be hosted (website)
- b. Review and possible action on who will be assigned to assist Terry on the content on the Newsletter.
- c. Review and recommendation of the frequency of the Newsletter to give to Council for the April 21st meeting
- d. Discussion of the content for the first Newsletter to present to Council for approval by the April 21st Council meeting.

9. Olive Fest

- a. Send email blast for local vendors/artists to participate in Olive Fest. Gives them one month to prepare/gather inventory.
- b. Review and possible action on assigning committee members to spearhead what we would like to have at our city booth at the event. This person will connect with the Mayor and the Olive Fest representative, Pete.
- c. Has someone touched base with Ann S to see about Anderson Mill Garden club participation?
- d. Review and possible action on the Village's booth at the event

- i. What do we need to do to get it set up? Registration, etc. (Julia)
- ii. What materials, visuals, and games we will have at our booth?

10. Block Captains

- a. First draft was presented to Council at the March 17th meeting. Received approval from the Council to move forward on the program edits/refinements. Final version will need to go before Council for approval
- b. This will be a joint project between our Committee and the Public Safety Committee
- c. Review and thoughts on adding/soliciting this as a question in the Follow Up survey

11. Adjourn.

IT IS HEREBY CERTIFIED that the above Agenda was posted on the bulletin board at the Village Offices and the Volente Fire Department Bulletin Board on this 18th day of March, 2015.

Julia Vicars, City Secretary

The Village of Volente is committed to the compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. A quorum of the City Council, Board of Adjustments or Planning and Zoning Commission may be in attendance at this meeting however, no official action by the City Council, Board of Adjustments or Planning and Zoning Commission shall be taken.